



MD AOC Project

Introduction to PeopleSoft

PeopleSoft Purchasing & eProcurement Session



- **Introduction**
- **Session Objectives**
- **PeopleSoft Overview**
- **Key Features**
- **Business Processes**
- **A Look at PeopleSoft 9.1**
- **Next Steps**
- **Questions**

A little bit about me... *Tara A. Dean, APM*

Sr. Procure-to-Pay ERP Consultant and
Former Director, Administrative & Financial Services -
U.S. House of Representatives.

A 19-year Accounting Operations veteran, working across several industries for Fortune 500 companies and Public sector organizations overseeing their A/P, Procurement, Contracts, A/R, Billing, Collections, Travel and P-Card management business units.

I most recently served as Director to the House's Congressional Budget Management, Accounts Payable, and Expense Management operations. In 2010, we processed over 1.2 million invoices with 57 FTE's with a .05% error rate, within a 1.57 day cycle time, and reduced cost from \$27 to \$2 per item.

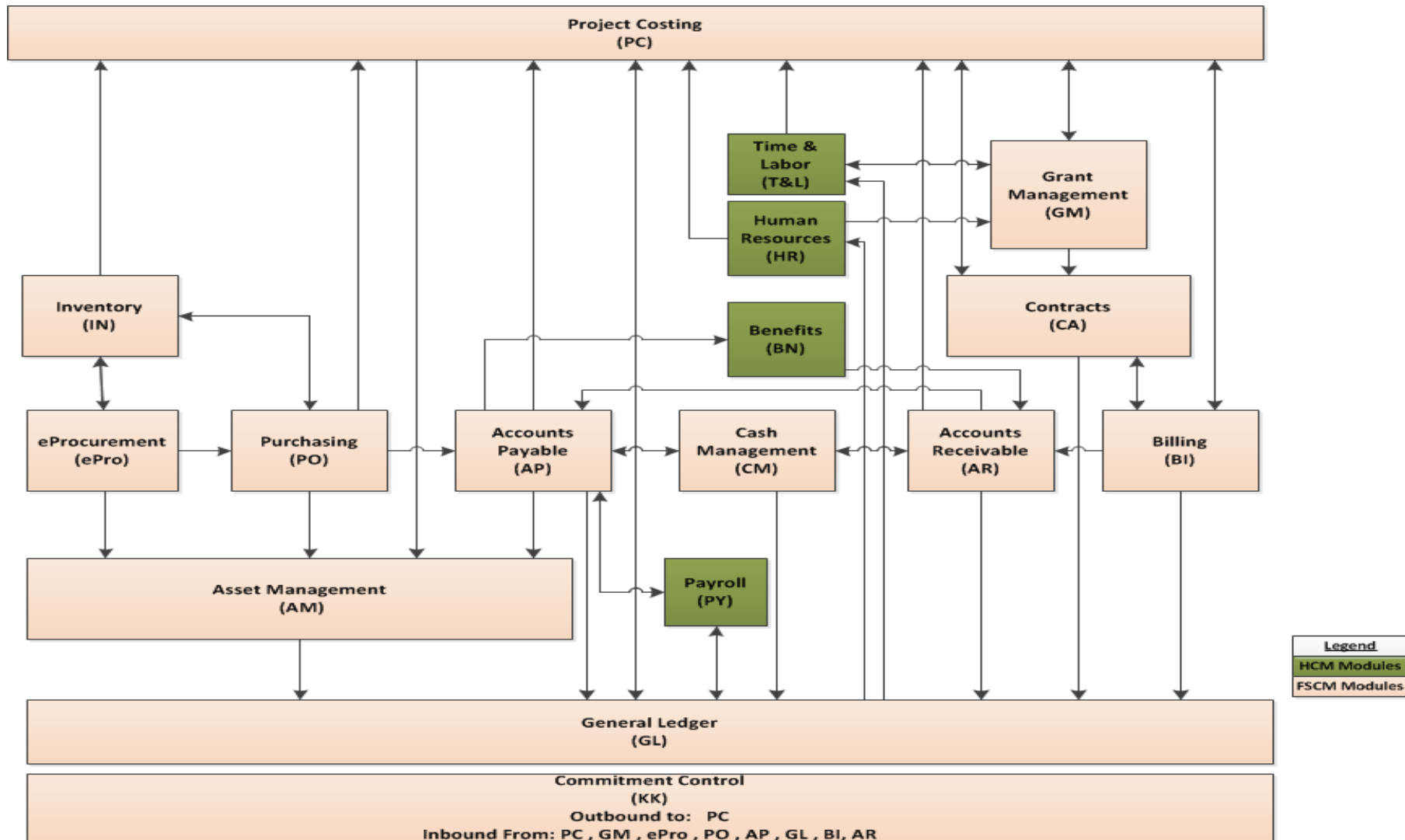
Career Hobby - create successful and award winning operations!



Introduce you to PeopleSoft 9.1 – Purchasing and ePro

- ✓ Review Key Purchasing and eProcurement Features
- ✓ Review Purchasing Process Flows
- ✓ Look at the PeopleSoft 9.1 Application

PeopleSoft Overview



PeopleSoft Overview (continued)

Record to Report (RTR)

General Ledger (GL)

- Subsystem Journals
- Monetary Journals

Commitment Control (KK)

- Pre-Encumbrance (Commitments)
- Encumbrance (Obligations)
- Expenses
- Recognized Revenue
- Budgetary Journals

Procure to Pay (PTP)

eProcurement (ePro)

- Self Service Requisitions
- Self Service Receipts

Purchasing (PO)

- Requisitions
- Purchase Orders
- Receipts
- Items
- Change Orders
- PCards

Accounts Payable (AP)

- Vendors
- Vouchers/Invoices
- Payments

Supply Chain Management (SCM)

Inventory (IN)

- Putaway
- Order Fulfillment
- Inventory Counts

Asset Lifecycle Management (ALM)

Asset Management (AM)

- Assets
- Depreciation
- Retirement

Order to Cash (OTC)

Billing (BI)

- Billing Data
- Invoicing

Accounts Receivable (AR)

- Customers
- Receivables
- Collections
- Payments
- Aging

Cash Management (CM)

- Banking Relationships
- Treasury Accounting
- Reconciliation

Enterprise Service Automation (ESA)

Grants Management (GM)

- Pre-Award (Proposal, Proposal Project, Budget Activity)
- Post-Award (Contract/Award, Project/Grant Activity)

Contracts (CA)

- Contracts
- Billing Plans
- Prepays/Advances
- Revenue Plans

Project Costing (PC)

- Projects
- Assets

Human Capital Management (HCM)

Time and Labor (T&L)

- Time Entered
- Costs
- Team Members
- Status of Grants

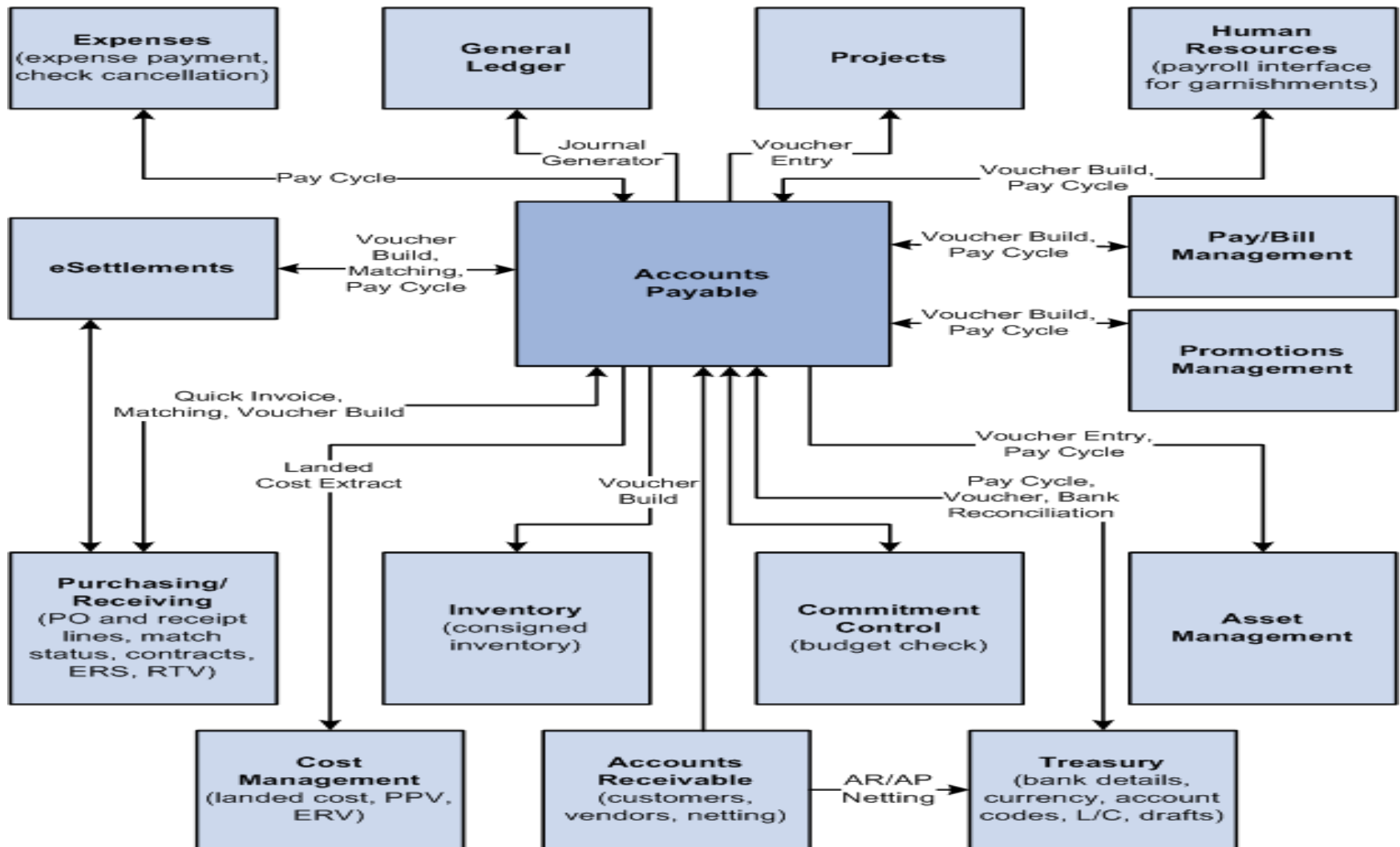
Payroll (PY)

- Garnishment Invoices
- Tax Invoices
- Vendors

Human Resources (HR)

- Personal Information

Accounts Payable Overview





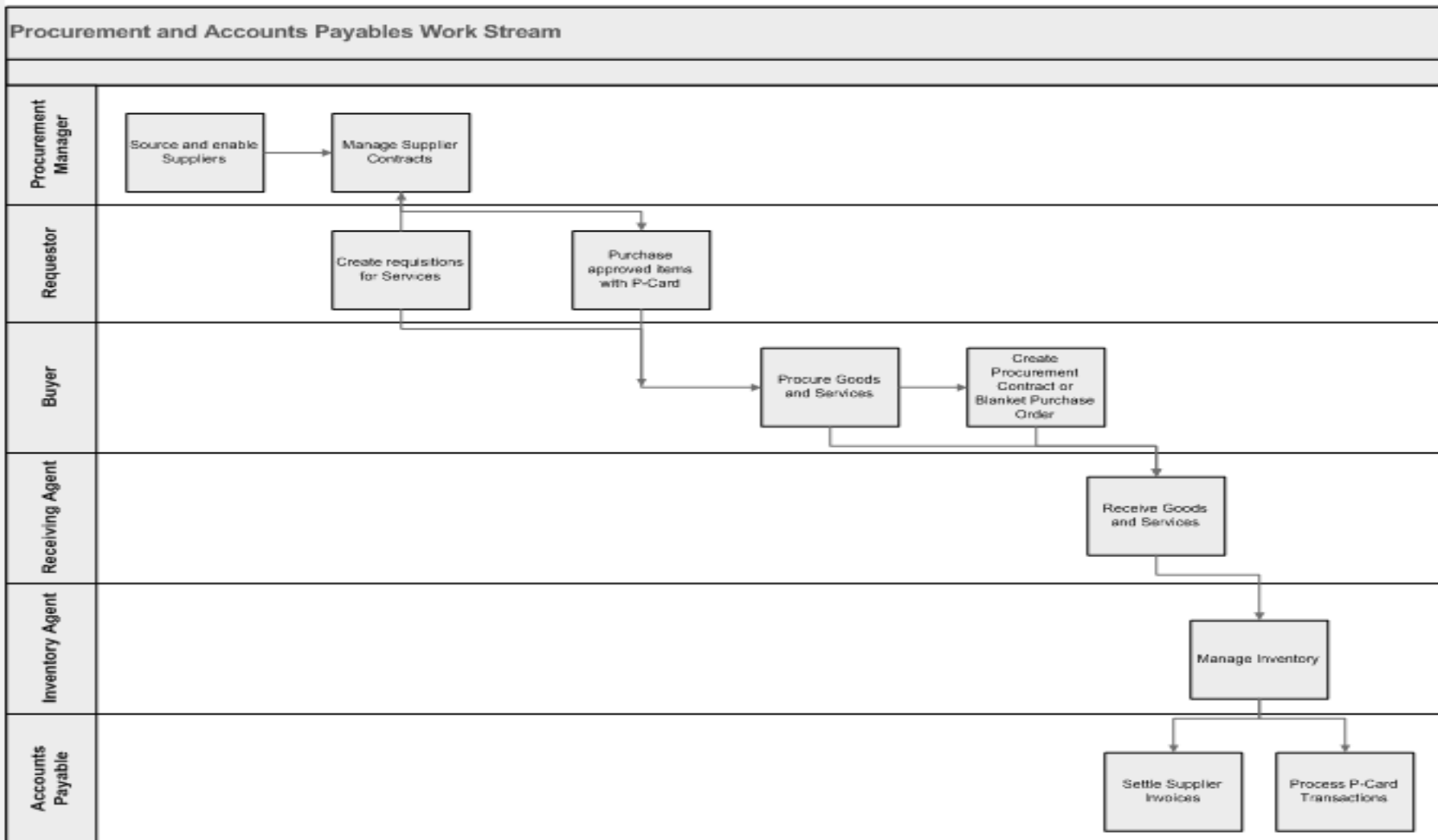
What is Procure to Pay?

- Transactional relationship cycle between Procurement and Payables.
- Provide control and visibility over the entire life-cycle of a transaction from the way an item is ordered to the way that the final invoice is processed – providing full insight into cash-flow and financial commitments.

How does eProcurement work together with Purchasing?

The integration between PeopleSoft eProcurement and PeopleSoft Purchasing enables you to share common control data, such as item definitions for both PeopleSoft eProcurement and PeopleSoft Purchasing. It also enables you to create requisitions, purchase orders, receipts, and other transactions that will be stored in shared tables. The combination offers a complete solution for direct, indirect, service, and project purchases in an integrated environment.

Business Processes



Key Features

PeopleSoft Purchasing enables you to:

- Control and management of vendor/supplier information.
- Automatically create purchase orders, sourcing requests, or both from available inventory.
- Flexible Purchase Order and Change Order request processing.
- Process contracts and agreements online.

How does PeopleSoft improve your Purchasing process?

Key Features - Payables



Connects your organization to your suppliers and vendors – seamlessly.

PeopleSoft streamlines your procurement process through automated sourcing of requisitions, workflow approval, purchase order creation for goods and services.



- Manage
- Transact Business
- Report



Key Features

- Determine the availability of budget funds during the procurement process at requisition, purchase order (PO), and voucher creation.
- Manage requisition and purchase order approvals with the flexibility of routing and approving documents via workflow.
- Automatically generate and dispatch purchase order documents and deliver via email.

Key Features – continued

- Review all related transactions related to your source documents – Purchase Order, Requisition, etc.
- Manage Purchasing Card (P-Card) processing and transactions.

Key Features – continued

PeopleSoft eProcurement enables you to:

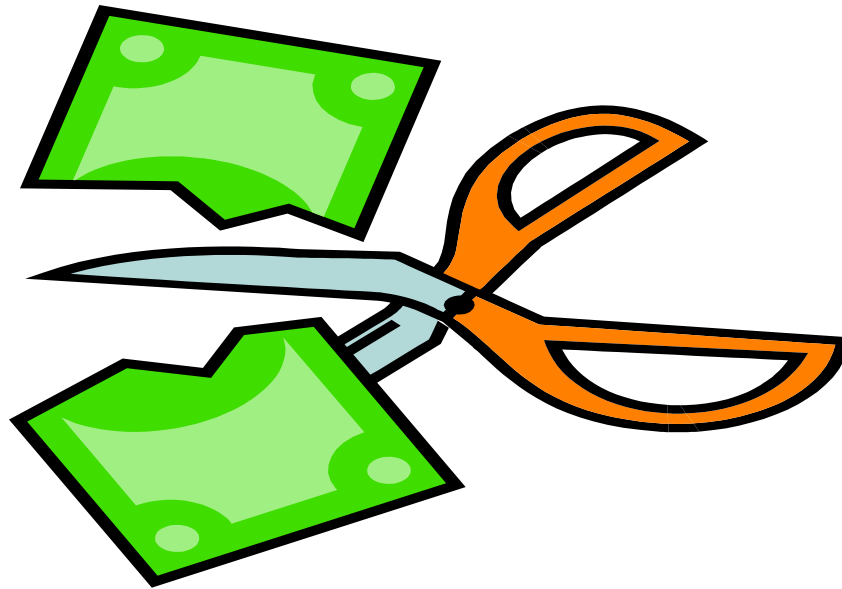
- Self-service procurement solution for the entire organization
- Create requisitions, receipts, and other transactions that will be stored in shared tables with Purchasing.

**How do these key
features improve your
business?**

Key Features – continued



Improved Costs



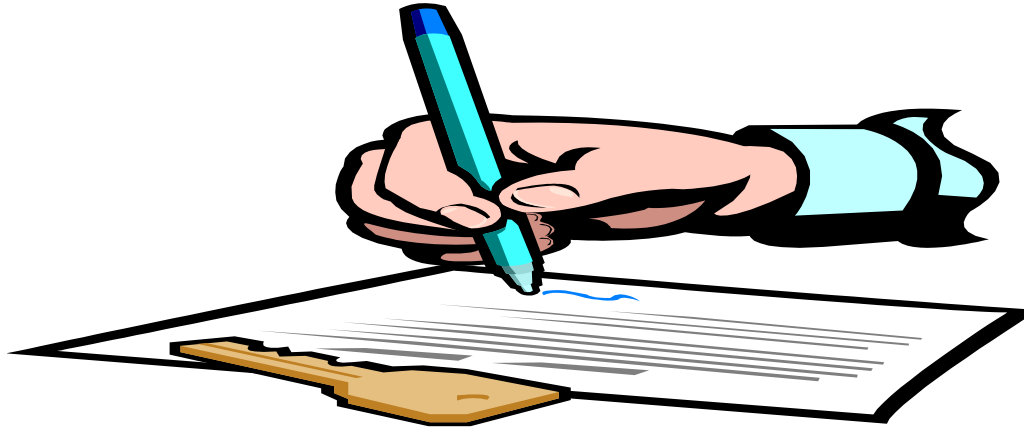
- More insight to available inventory
- Paper Purchase order vs. Electronic .pdf delivery

Greater Accuracy



- Ability to manage supplier pricing
- Quick access to integrate changes to Purchase Orders
- Easily account for items received in-house

Timeliness in Processing



- Improved preparation time for Contracts and Purchase Orders.
- Self Service tools

Key Features – continued

- Overall
 - Optimizes the relationship with Procurement / Purchasing
 - Positive impact on cash flow
 - Enhances your relationships with your vendors

A Look at the Application

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing

Purchasing

[Edit "Purchasing" Folder](#)

Manage requisitions, purchase orders, receipts, GPO contracts, and related data.

<p>Requisitions Create, maintain, reconcile or review requisitions information.</p> <ul style="list-style-type: none">Add/Update RequisitionsRequester's WorkbenchApprove Amounts12 More...	<p>Request for Quotes Create requests for quotes (RFQs), enter vendor responses, or award RFQs.</p> <ul style="list-style-type: none">Add/Update RFQsManage Vendor Quote GroupDispatch Quotes6 More...	<p>Vendor Rebates Vendor Rebates</p> <ul style="list-style-type: none">Rebate AgreementRebate DispatchRebate Accrual3 More...
<p>Purchase Orders Add, maintain, and dispatch purchase orders.</p> <ul style="list-style-type: none">Add/Update Express POsAdd/Update POsBuyer's Workbench19 More...	<p>Receipts Enter and load receiving data, generate accruals, review and report on receipts.</p> <ul style="list-style-type: none">Add/Update ReceiptsLoad ReceiptsProcess Receipts15 More...	<p>Return To Vendor Create returns to vendor (RTVs); dispatch, reconcile or review RTVs.</p> <ul style="list-style-type: none">Add/Update RTVDispatch RTVsReconcile RTVs5 More...
<p>Procurement Cards Set up card data; load, reconcile, or report on procurement card transactions.</p> <ul style="list-style-type: none">Review Bank StatementReconcileProcess Statements3 More...	<p>Supplier Schedules Create, build, and dispatch supplier schedules.</p> <ul style="list-style-type: none">Schedule GroupSchedule Item AttributesScheduler's Workbench3 More...	<p>Analyze Procurement Accumulate summarized data and analyze purchasing and vendor data.</p> <ul style="list-style-type: none">Update Procurement InfoUpdate Spend HistoryUpdate Procurement Statistics3 More...
<p>GPO Contracts Enter contract information for group purchasing organizations (GPO).</p> <ul style="list-style-type: none">ReportsNameGPO Manufacturer2 More...		

A Look at the Application

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing

Purchasing

Purchase Orders [Edit "Purchase Orders" Folder](#)

Add, maintain, and dispatch purchase orders.

 Add/Update Express POs Enter purchase orders on a single page using a rapid-entry express PO form.	 Add/Update POs Add or modify PO header, line, schedule, and distribution information.	 Buyer's Workbench Analyze, approve, dispatch, unapprove, cancel, close, preview and print POs.
 Approve POs Take actions on Purchase Orders that require your approval.	 Approve Amounts Approve, recycle, or deny purchase order amounts.	 Approve ChartFields Approve, recycle or deny purchase order ChartField values.
 Reserve PO IDs Reserve a purchase order number or a sequence of purchase order numbers.	 Maintain Distributions Directly access and maintain purchase order distributions.	 Dispatch POs Run processes to dispatch purchase orders to appropriate vendors.
 Verify Document Tolerance Verify the document tolerance.	 Budget Check Budget-check purchase order amounts or quantities against predefined budgets.	 Entry Event Request Run a process to create accounting entries for purchase orders.
 Create Backorders Apply backorder status, new quantities or due dates to dispatched PO schedules.	 Approval Workflow Initiate purchase order amount and ChartField approval workflow.	 Effective Dated UOM PO Update Effective Dated UOM PO Update based on the Item Vendor UOM Change table.
 Stage/Source Requests Select, review, and generate purchase orders from open requests. <ul style="list-style-type: none">PO Auto SourcingRequisition SelectionAuto Requisition Selection11 More...	 Acknowledgements Review and process changes from inbound purchase order acknowledgements. <ul style="list-style-type: none">Manage PO AcknowledgementsProcess Change OrdersRun Acknowledgement Alerts	 Manage Change Orders Review or load change requests and review change order history. <ul style="list-style-type: none">PO Close Short WorkbenchLoad Change RequestsApprove Change Requests4 More...
 Reconcile POs Perform reconciliation activities on purchase orders such as approve or cancel. <ul style="list-style-type: none">Close Purchase OrdersReopen POs	 Review PO Information Run inquiries on purchase order details and activities. <ul style="list-style-type: none">Purchase OrdersActivity SummaryPO Accounting Entries6 More...	 Reports Generate purchase order reports for expedition, status, and detail information. <ul style="list-style-type: none">ExpeditingListingsStatus Listings9 More...


A Look at the Application

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing

Purchasing

 **Receipts** [Edit "Receipts" Folder](#)

Enter and load receiving data, generate accruals, review, and report on receipts.

 Add/Update Receipts Enter receipt information such as distributions, rejects, and asset tag IDs.	 Load Receipts Load receipts received through the ASR EP, PO Receipts EP, or an EDC system.	 Process Receipts Load receipts to inventory putaway, asset load or production management process.
 Inspect Receipts Inspect receipts according to inspection instructions; set up necessary RTVs.	 Maintain Delivery Information View delivery location and ship to information for the goods.	 Maintain Activity and Comments Enter or track activities and comments associated with a receipt.
 Maintain ChartFields Override receipt distribution ChartField values.	 Close Short Cancel backordered quantities of stockless items.	 Close Landed Costs Close out-of-tolerance receipt lines or charges; review voucher line charges.
 Accrue Receipts Accrue unbilled receipts in a receipt accrual liability account.	 Budget Check Budget-check receipt accrual amounts or quantities against predefined budgets.	 Entry Event Request Run a process to create entry event accounting entries for receipt accruals.
 Close Receipts Close receipts that have been interfaced or matched.	 Generate Journals Request a process to create the journal entries that General Ledger uses.	 Maintain Bill of Entry IND Enter a bill of entry and related information for India customs duty.
 Maintain Vndr Excise Invc IND Enter internal vendor excise invoices and related information (India).	 Review Receipt Information Run inquiries on receipt details and activities. Advanced Shipment Receipts ASN History Receipts 7 More...	 Reports Generate receiving reports such as summaries, labels, and accruals. Receipt Delivery Advanced Shipment Receipts Planned Receipts 11 More...

A Look at the Application

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Favorites | Main Menu > Purchasing

Purchasing


Procurement Cards

[Edit "Procurement Cards" Folder](#)

Set up card data, load, reconcile, or report on procurement card transactions.


 Review Bank Statement View statement summaries by credit card vendor, billing date, or status.	 Reconcile Review, manage, or approve procurement card transactions and disputes. Reconcile Statement Review Disputes	 Process Statements Reconcile inbound procurement card data; stage vouchers for approved statements. Load ProCard Stage Load Statement Correct Errors 4 More...
 Reports Generate reports for procurement card summary and exception reporting. Account Summary Cardholder Information Expected Credits 7 More...	 Security Define roles, access rights, proxies and SpeedCharts for procurement cards. Register Roles Assign Access Rights Assign Proxies Assign SpeedCharts	 Definitions Define procurement card setup data such as card profiles and card-issuing banks. Cardholder Profile Preferred Vendors UOM Mappings

A Look at the Application

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement

eProcurement

[Edit "eProcurement" Folder](#)

Set up eProcurement; manage or approve eProcurement requisitions or POs.

 Create Requisition Create a new requisition by browsing or searching company or external catalogs.	 Manage Requisitions Review requisitions, edit or view status, cancel, receive, and return to vendor.	 Manage Requisition Approvals Take actions on requisitions that require your approval.
 Buyer Center Create/edit/approve purchase order; source requisition; process change request. Manage Purchase Orders Expedite Requisitions Quick Source Requisitions 9 More...	 Receive Items Create, edit, and process receipts and return to vendor.	 Procurement Card Center Request procurement card; view transactions; maintain merchant cross-reference.
 Reports Create a report of purchase orders, requisitions, and catalog-item usage.	 Administer Procurement Administer eProcurement security, purchasing options, control data, and users.	 My Profile Modify personal information and preferences.
 Manage ERP Integration Manage ERP Integration Processes Purchase Order EIP Voucher EIP Receipt EIP 5 More...		

A Look at the Application - continued

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Favorites | Main Menu > eProcurement


eProcurement

Buyer Center [Edit "Buyer Center" Folder](#)

Create/edit/approve purchase order; source requisition; process change request.

Manage Purchase Orders Create new purchase orders, edit existing orders, or create change orders.	Expedite Requisitions Assign vendors to requisitions and manually create purchase orders.	Quick Source Requisitions Assign vendor to requisitions automatically; source from inventory or create PO.
Dispatch Purchase Orders Dispatch and publish purchase orders.	Approve Change Requests Review and approve change order requests in the change request tables.	Procurement Processes Source requisitions and process purchase orders.
Vendors Maintain Vendors Maintain Vendors Vendor Reporting Vendor Approval and Processing 2 More...	Receipts Add, update receipts or run receiving processes. Add/Update Receipts Load Receipts Process Receipts 8 More...	Maintain Items Maintain item details such as manufacturers and item families or groups.
Return to Vendors Create returns to vendor (RTVs), dispatch, reconcile or review RTVs. Add/Update RTV Dispatch RTVs Reconcile RTVs 5 More...	Inquiries and Reports Create a report of purchase order, requisitions, and catalog-item usage.	Analyze Procurement Data Perform two-dimensional analysis of purchase orders and requisitions.


A Look at the Application - continued

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Procurement Card Center

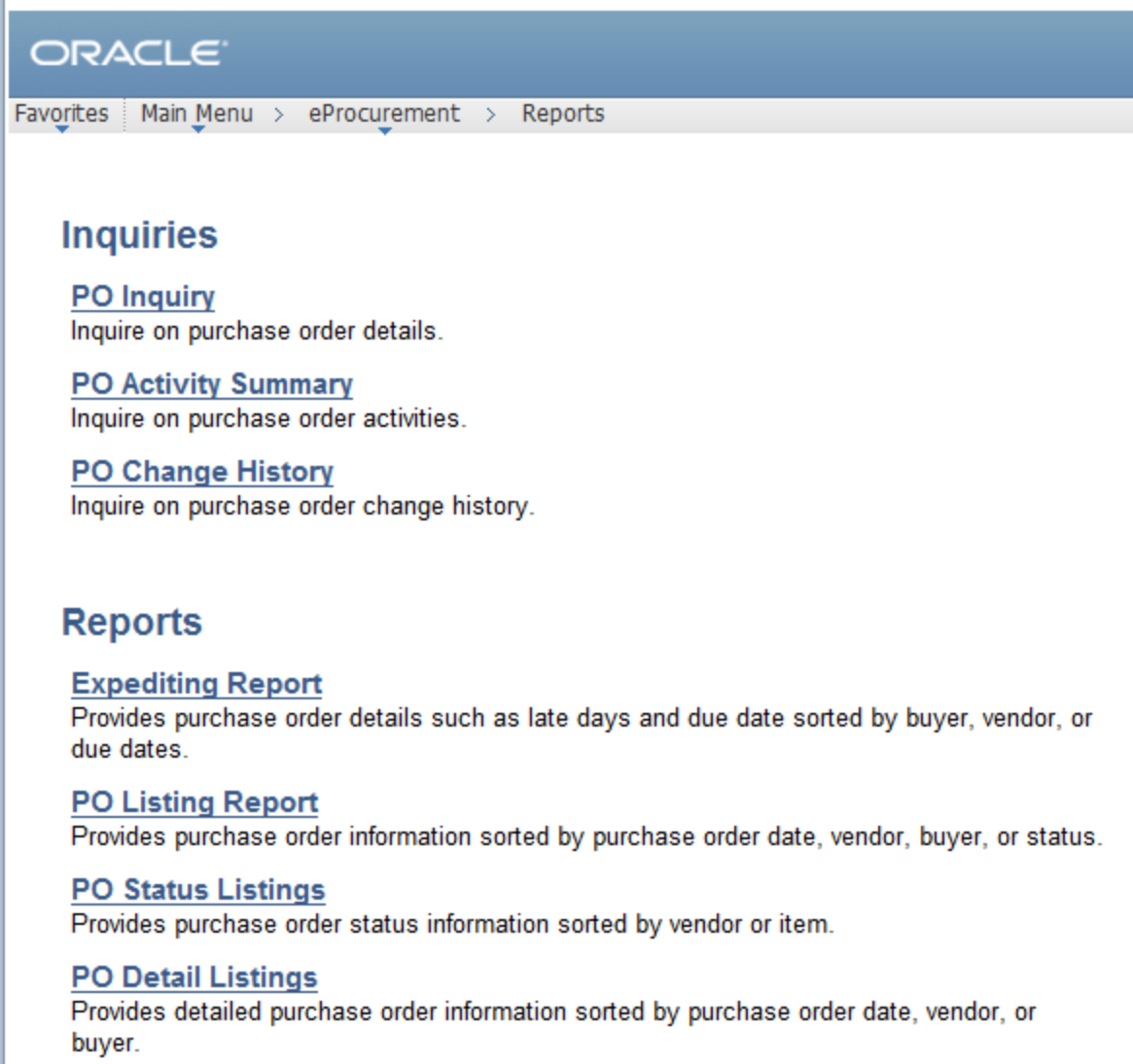
Procurement Card Center

 **Procurement Card Center** [Edit "Procurement Card Center" Collection](#)

Request procurement card; view transactions; maintain merchant cross-reference.

 Request Procurement Card Add new or inquire existing procurement card requests	 Review Bank Statement View statement summaries by credit card vendor, billing date, or status.	 Reconcile Review, manage, or approve procurement card transactions and disputes. Reconcile Statement Review Disputes
 Process Statements Reconcile inbound procurement card data; stage vouchers for approved statements. Load ProCard Stage Load Statement Correct Errors 4 More...	 Preferred Vendors Define preferred vendors by associating a merchant with a specific vendor.	 Review Disputes Review and enter comments for disputed transactions.
 Correct Errors Review and correct errors for statements loaded to the staging tables.	 Reports Generate reports for procurement card summary and exception reporting. Account Summary Cardholder Information Expected Credits 7 More...	 Security Define roles, access rights, proxies and SpeedCharts for procurement cards. Register Roles Assign Access Rights Assign Proxies Assign SpeedCharts
 Definitions Define procurement card setup data such as card profiles and card-issuing banks. Cardholder Profile Preferred Vendors UOM Mappings		

A Look at the Application - continued



The screenshot shows the Oracle eProcurement application interface. At the top is the Oracle logo. Below it is a breadcrumb navigation bar with links for Favorites, Main Menu, eProcurement, and Reports. The main content area is titled "Inquiries" and lists three links: "PO Inquiry" (with a description: "Inquire on purchase order details."), "PO Activity Summary" (with a description: "Inquire on purchase order activities."), and "PO Change History" (with a description: "Inquire on purchase order change history."). Below the "Inquiries" section is a "Reports" section, which lists four links: "Expediting Report" (description: "Provides purchase order details such as late days and due date sorted by buyer, vendor, or due dates."), "PO Listing Report" (description: "Provides purchase order information sorted by purchase order date, vendor, buyer, or status."), "PO Status Listings" (description: "Provides purchase order status information sorted by vendor or item."), and "PO Detail Listings" (description: "Provides detailed purchase order information sorted by purchase order date, vendor, or buyer.").

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Favorites Main Menu > eProcurement > Reports

Inquiries

[PO Inquiry](#)
Inquire on purchase order details.

[PO Activity Summary](#)
Inquire on purchase order activities.

[PO Change History](#)
Inquire on purchase order change history.

Reports

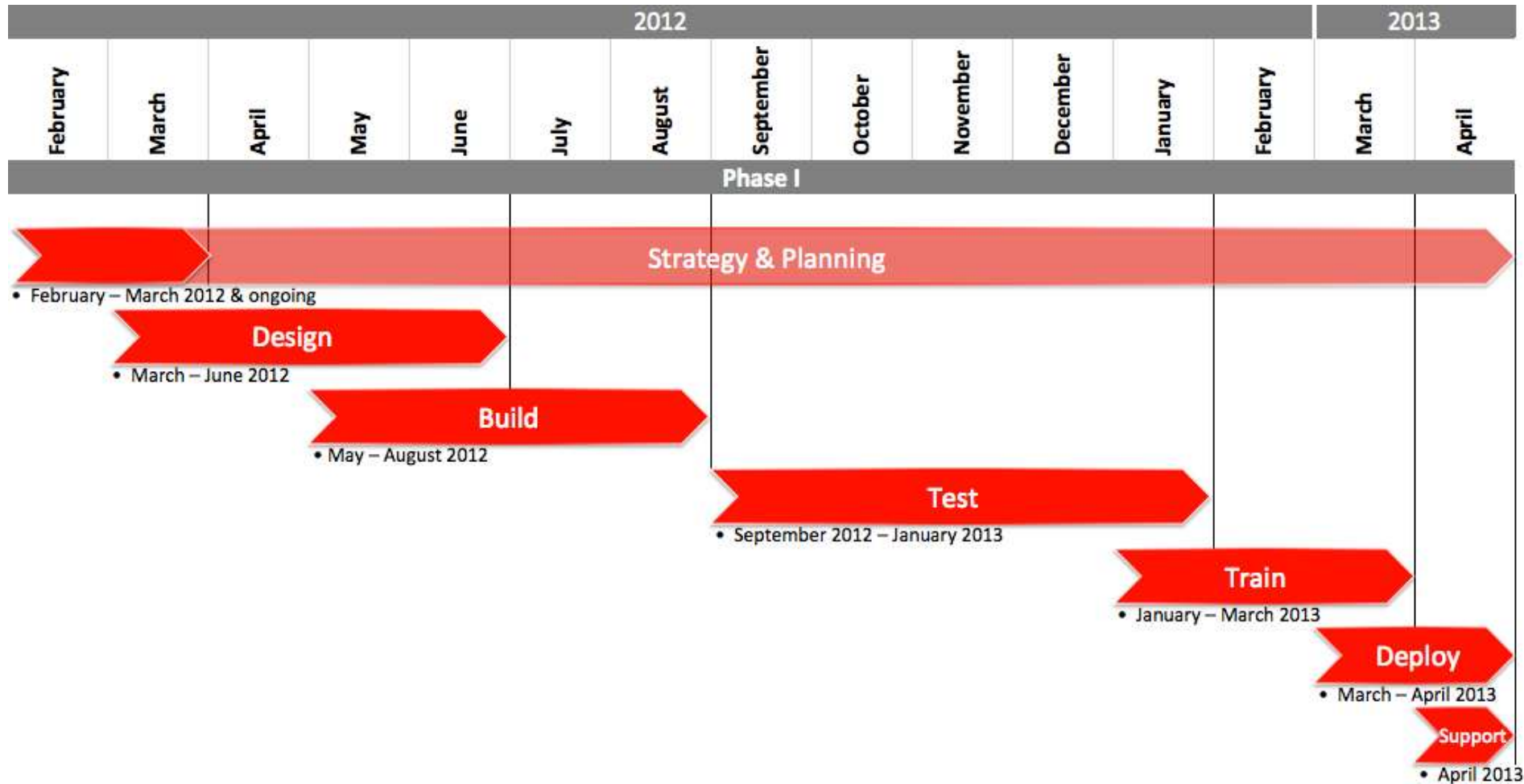
[Expediting Report](#)
Provides purchase order details such as late days and due date sorted by buyer, vendor, or due dates.

[PO Listing Report](#)
Provides purchase order information sorted by purchase order date, vendor, buyer, or status.

[PO Status Listings](#)
Provides purchase order status information sorted by vendor or item.

[PO Detail Listings](#)
Provides detailed purchase order information sorted by purchase order date, vendor, or buyer.

Next Steps



Questions

